



RIC 403b Resource Bank

For 403b Employers

December 2016

Hello Employers! The Retirement Investors' Club (RIC) appreciates the attention you give to 403b program participants. This email is designed to briefly highlight RIC program items that may be of interest to you. Access this and other helpful information on the RIC Employers' webpage [here](#).



2017 Contribution Limits ([PDF](#))

There is no change from 2016. See the [RIC website](#) for more information.

Regular	Age 50+	15-Yr Catch-Up	Total EE	Total EE & ER
\$ 18,000	\$ 24,000	\$ 21,000	\$ 27,000	\$ 54,000

It is the employer's responsibility to ensure that the limits are not breached. Please make sure no one is over the limit for 2016. For help, utilize the [Maximum Contributions Spreadsheet](#). If you hired any **new employees** and they contributed to a 403b or 401k account in the same year, remind them that they are responsible for ensuring that maximum contribution limits are not breached. You may wish to ask them what they contributed at their previous employer to help them make sure they will not over-contribute.

Processing W-2s: Remember to select the *Retirement* box in section 13 of the W-2s for 403b participants. The codes for box 12 are E for pretax salary reductions and BB for Roth contributions. If a participant makes pretax *and* Roth contributions, use box 12a for pretax and box 12b for Roth.



Universal Availability Notice (UAN): Annually, you must notify all eligible employees of their opportunity to join the 403b program. For most of you, this means all employees (seasonal, temporary, and substitutes). Sample UAN letters for 2017 are available for download ([RIC UAN – Core only](#), [RIC UAN – Core and Optional](#)). Please put the appropriate notice on your letterhead and fill in your employer's name. RIC recommends that you give a copy of this notice to employees with their W-2's. Please keep a record of how you distribute them in case of an IRS audit.



Employer asks: Can I email the UAN to my employees?

RIC responds: Yes, you can email the notice to your eligible employees (including subs, etc). If you do not have an email for someone, you will have to give that person a paper copy of the notice. Merely posting the notice on a bulletin board is not sufficient notice. Please make a record of how you distributed them.

RIC wants to hear from you! Please submit your questions [here](#). We will respond to you directly and if the subject of discussion is beneficial for all employers, we will share the answers in our next RIC Resource Bank.